

From: Julie Amaya
To: [Jose Gonzalez](#)
Cc: [Rena Leddy](#); [Pauline Chan](#)
Subject: Re: FW: Sample Invoice
Date: Monday, January 30, 2017 1:14:27 PM

Hi Jose

These are very good questions but I don't have an answer for you, I will forward them to our accounting department to see how we can work this out and I will get back to you.

Thanks!

On Mon, Jan 30, 2017 at 1:11 PM, Jose Gonzalez <jose@fashiondistrict.org> wrote:

Hi Julie

The invoice sample says, "Supplies: (must attach invoice from contractor)".

In our BID's case, we don't have one specific contractor invoice that accounts for the Fuel/Supplies cost that we estimated.

Our BID purchases fuel and supplies from several vendors to cover the entire BID operations (including maintaining the Broadway Plazas).

Are we okay to include in each month 1/12th of the estimated annual cost for Fuel/Supplies (without attaching any invoice from contractor)?

Also our contract was signed on January 11, 2017. Can we bill for the entire month of January-2017?

Thank you

Jose Gonzalez

Finance Manager

LA Fashion District BID

Tel [213 488-1153 ext. 711](tel:2134881153)

Fax [213 488-5159](tel:2134885159)

Email: jose@fashiondistrict.org

From: Rena Leddy [mailto:rena@fashiondistrict.org]

Sent: Monday, January 30, 2017 12:54 PM

To: Jose Gonzalez <jose@fashiondistrict.org>

Subject: FW: Sample Invoice

See below

From: Julie Amaya [mailto:julie.amaya@lacity.org]

Sent: Monday, January 30, 2017 11:12 AM

To: Rena Leddy <rena@fashiondistrict.org>; Blair Besten <blair@historiccore.bid>; Suzanne Holley <sholley@downtownla.com>

Cc: Pauline Chan <pauline.chan@lacity.org>; Jessica Wethington Mclean <jessica.wethingtonmclean@lacity.org>


Subject: Sample Invoice

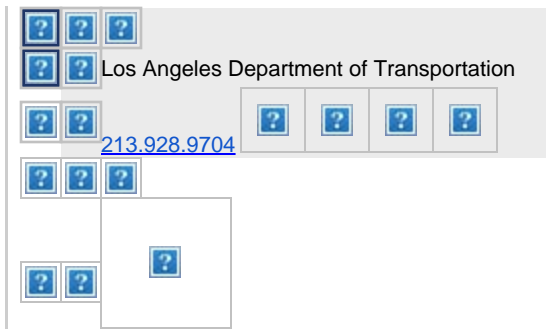
Hi Rena, Suzanne, Blair

Attached is a sample invoice that, I have put together along with our accounting department to make the billing process run smoothly. I would like to ask you if can add this information to your letterhead and send me back a sample so we can review it one last time and it will be set to use.

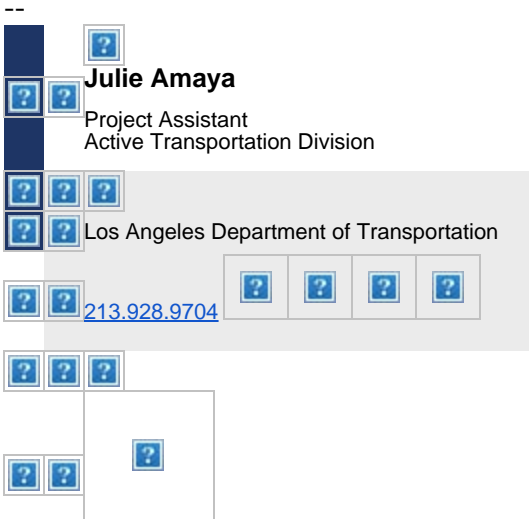
Thanks!

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 **Julie Amaya**
Project Assistant
Active Transportation Division



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